

# COUNTY LETTERHEAD

## MEMORANDUM OF UNDERSTANDING BETWEEN \_\_\_\_\_ COUNTY SHERIFF'S DEPARTMENT AND \_\_\_\_\_ COUNTY DEPARTMENT OF PUBLIC WORKS for TRAFFIC POLICING

This Memorandum of Understanding stipulates that the Sheriff's Department shall provide the following traffic policing and traffic enforcement activities on \_\_\_\_\_ County Roads. Traffic Policing is the responsibility of the Sheriff. State statute, WAC, and administrative decisions by the County Road Administration Board (CRAB) dictate specific and acceptable uses of the Road Fund.

As part of the County's annual budget process, the Board of Commissioners, in consultation with the County Administrator, Public Works Director, and Sheriff, will determine a funding level for the support of traffic policing activities by the Sheriff's Department. In addition to a dollar amount, the funding level may also be expressed as a number of FTE's and support costs the dollars will support. Funding for traffic policing may be transferred, or vouchered by direct payment at the discretion of the county Administrator.

The Sheriff agrees to perform and document traffic policing activities that meet CRAB requirements in an amount equal to or greater than the annual funding provided from the road fund. It is the responsibility of the Sheriff, or his designee responsible for the traffic policing program to maintain a working knowledge of eligible activities, documentation requirements, rules, and restrictions under CRAB guidelines.

The Sheriff and Public Works Director agree that appropriate traffic enforcement activities and priorities include, but are not necessarily limited to, the following:

- 1) Accident scene investigation and reconstruction on county roads. Verify and properly document conditions at the accident site. Notify County Engineer promptly of accidents with high potential liability such as major injuries or fatalities. Provide court testimony related to traffic accident investigations.
- 2) Patrol work zones on county roads, upon request and when on general patrol in these areas, for county crews and for contractors hired by the county. Enforce speed limits, respond to disputes and to problems with motorists ignoring flaggers, and provide feedback when observing unsafe traffic conditions.
- 3) Emphasis on speed control on county roads. Respond to Road Division requests for traffic emphasis projects, set up speed indicator machine as required and perform on-site traffic surveys as needed.

- 4) Ensure that work by contractors, utility companies and individuals in county road right of way is adequately signed, flaggers are present, and there is an adequate roadside safety zone.
- 5) Enforce traffic laws and regulations on county roads. This includes overweight and oversize loads. This also includes parking on the traveled way, in no-parking zones, and overnight parking in restricted areas.
- 6) Upon request, investigate suspicious county road related crimes, crimes against county property, and garbage/debris left in county right of way. Investigate incidents of failure to comply to road department permit requirements upon request.
- 7) Provide investigation of accidents, claims against the County, or other matters deemed by the Director of Personnel and Risk Management, and Public Works Director to be of potential liability to the County.
- 8) Provide training to County and/or other personnel as requested by the Public Works Director or Personnel Director including but not limited to defensive driving, first aid, CPR, flagging, accident investigation, etc.

The Sheriff agrees to maintain at least one deputy adequately trained in accident investigation techniques, accident reconstruction, and other skills necessary to provide advanced investigation required under this agreement. The Sheriff also agrees to maintain at least one deputy trained as a trainer in defensive driving, first aid, CPR, flagging, and basic accident investigation.

Requests for specific services made on behalf of the Public Works Department will be made by area Road Supervisors, the County Road Engineer, or the Public Works Director. Such requests will be directed to the Undersheriff and/or Patrol Captain by e-mail, written request form, or other means as mutually agreed. Informal requests may also be made using e-mail to the Sheriff's Department Patrol Sergeants. The Director of Personnel and Risk Management may also make requests for specific services using the same procedures.

Deputies funded by road funds are Sheriff's employees and traffic policing personnel and/or activities will be supervised by Sheriff's supervisors. The Sheriff's Department will provide the vehicles and all other equipment and training needed for traffic policing. Any costs in addition to the annual amount set in the budget will be the responsibility of the Sheriff's Department.

In addition to annual reporting to CRAB, the Sheriff will develop and maintain performance measures that effectively measure traffic policing activity and the effectiveness and efficiency of the program on community traffic safety. As part of the annual budget request, the Sheriff will provide statistical information reflecting the past 12 months traffic policing activity (July through June) including performance measure success. Statistical information shall include, but not be limited to traffic stops, traffic infractions, traffic citations, motor vehicle accident investigations on county roads, junk vehicles removed from county right of way or county property, hours spent on investigations requested on behalf of the Public Works Department and/or Risk Management, and hours of chip seal patrol or hours in response to other specific requests for service made by the Public Works Department.

This agreement and the success of the traffic policing program will be reviewed during the annual budget process by the Board of Commissioners, the Public Works Director, and the Sheriff. Funding for traffic policing is dependent on success of the program and the ability of the County and Road Fund to fund such activities, and the overall prioritization of traffic policing compared with other Road Fund spending.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
John Doe, \_\_\_\_\_ County Sheriff

\_\_\_\_\_  
Joe Doe, \_\_\_\_\_ County Engineer

\_\_\_\_\_  
Jim Doe, Director of Public Works